



AIR FORCE PERSONNEL CENTER (AFPC)

1. Mission. Headquarters, Air Force Personnel Center implements, manages and assists in the execution of the Air Force military and civilian personnel plans and policies. This organization is a Field Operating Agency (FOA) of Headquarters, United States Air Force.

2. Command. The AFPC Commander:

2.1. Is responsible to the Deputy Chief of Staff, Personnel, HQ USAF, to implement United States Air Force personnel policy and to develop, coordinate and implement standards, systems, policies, procedures and actions for Air Force military and civilian personnel operations.

3. Responsibilities. AFPC:

3.1. Processes actions pertaining to the standard placement of military personnel functions at installation, intermediate and command level.

3.1.1. Implements operating policy concerning active duty accessions, testing, classification, active duty assignments, automated personnel systems, personnel records systems, performance evaluations, reenlistment and retention, awards and decorations, appearance standards, entitlement and fundraising programs, retirements and separations and Air Force casualty reporting and notification.

3.2. Manages and operates Air Force civilian personnel data and information systems, career management, recruitment, development and placement programs. Implements and manages centralized Air Force civilian personnel processes which include external and internal staffing, official personnel folders and associated processes, civilian benefits and entitlements and standard position description library.

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